

EFFECTIVE

May 1, 2015.

Subject(s)

As provided in the Child Protection Law, the department is responsible for maintaining and releasing client information contained in its case files. Access to case file information by entities in the 'department' is limited to those whose roles and responsibilities require such access to respond to child welfare matters. Case file information can only be shared with other individuals or entities outside of the department, to the extent they are currently allowed information under the child protection law.

SOCIAL MEDIA

DHHS employees must comply with all confidentiality laws and policy noted in SRM 131 when using social media sites. Employees should never post client/children's identifying information or pictures on social media sites or websites. Pictures and information regarding foster children may be shared with the Michigan Adoption Resource Exchange (MARE) for the purpose of adoption.

Employees should be mindful when posting personal information to social media sites as the information is public and can be viewed and used by clients and others.

**COURT ORDERS
AND SUBPOENAS**

All court orders and subpoenas must be responded to. Judge-signed subpoenas should be treated as court orders. Attorney signed subpoenas, requesting copies of department records, shall be responded to as follows:

- Attorneys representing department clients shall be provided with a copy of all non-confidential records and all confidential records their client is entitled to. If the attorney is requesting records in addition to what is described above, please scan and email the subpoena, along with any accompanying documentation, to the Office of Legal Services and Policy at DHS-Subpoena-Lit@michigan.gov.
- Attorneys representing others shall be provided with a copy of all non-confidential records only. If the attorney is requesting records in addition to what is described above, please scan

and email the subpoena, along with any accompanying documentation, to the Office of Legal Services and Policy at DHS-Subpoena-Lit@michigan.gov.

Directions for release of central registry information:

Under all options below if the subject of the inquiry is listed on central registry, the subject of the inquiry must be provided a copy of the DHS-1910 indicating he/she is listed on central registry and the local DHHS office that originated the listing. The results must be mailed to the address on the individuals picture ID within 10 business days, via certified mail and marked restricted (to be delivered to addressee only).

The DHS-1910 directs the subject of the inquiry to contact the originating local office with any questions. If the subject of the inquiry requested the clearance be sent to an employer, potential employer, or volunteer agency, indicate on the DHS-1910 that the results will not be sent to the agency due to restrictions of the Child Protection Law.

If the subject of the inquiry returns to the local office to pick up the results of the central registry clearance, the local office must verify their identity through presentation of picture ID. The person receiving the results of the inquiry must be the subject of the inquiry.

If the individual of the inquiry is not listed on central registry, the subject of the inquiry must be sent the DHS-1910, letter of response to central registry request, via standard mail within 10 working days, indicating the person is not listed on central registry as of the date the clearance was performed. If the subject of the inquiry requested in writing or by filling out section two of the DHS 1929 that the clearance results be sent to an agency, a copy of the DHS-1910 must be sent to the entity requested.

**Out-of-State
Adoption and
Foster Home
Screening**

Release of central registry information for the purpose of licensing an applicant as a foster or adoptive parent is also governed by the Adam Walsh Child Protection and Safety Act (PL 109-248, 42 USC 16990). Any information released under that act must not be used for any other purpose. The DHHS Bureau of Children and Adult

Licensing will conduct central registry clearances for out-of-state agencies for the following purposes:

- Licensing foster homes
- Adoption screening

All requests must come from the child placing agency working with the foster or adoptive applicant. The request must be in writing on the requestor's letterhead stating the reason for the request (for example: foster home licensing, adoptive placement, ect.) and must include all of the following.

- Name and title of individual requesting the information.
- Contact information (phone number, fax number, email address, ect.).
- The following information on individuals for which central registry clearance is being requested.
 - Name(s) of individuals
 - Any previous names
 - Date of birth
 - Social Security Number

Mail or fax all requests to:

Michigan Department of Health and Human Services
Bureau of Children and Adult Licensing
PO Box 30650
Lansing, MI 48909-8150
Phone: (517) 284-9709
Fax: (517) 284-9740

**Michigan
Individual Request,
Employer and
Volunteer
Agencies**

Individuals, employers, and volunteer agencies requesting central registry clearance must complete the DHS-1929, Central Registry

Clearance Request. Mail or hand-deliver the completed DHS-1929 and a copy of the individuals picture ID to your Local DHHS Office

If the subject of the inquiry is not listed on central registry and provides written consent on the DHS-1929, a copy of the central registry clearance can be sent directly to any of the following individuals:

- Employer
- Potential employer
- Agency for which the individual is volunteering or applying to volunteer

Out-of-State Requests Including Non-Michigan Residents, Employers, and Volunteer Agencies

Out-of-state employers, volunteer agencies, and non-Michigan residents must complete the DHS-1929, Central Registry Clearance Request. Each person being cleared must sign this form indicating he or she is aware of the central registry clearance request. A copy of the picture ID for each individual being cleared must be attached to the request.

Mail or fax all requests to:

Michigan Department of Health and Human Services
Children's Protective Services Program
P.O. Box 30037
Lansing, MI 48909
Phone: (517) 373-6028
Fax: (517) 241-7047

Other Out-of-State Entities

Children's Protective Services Program Office will conduct central registry clearances for any of the following out-of-state entities:

- Law enforcement agencies conducting a child abuse/neglect investigation.
- Child welfare agencies conducting a child abuse/neglect investigation.
- Physician who is treating a child whom the physician suspects may be abused or neglected
- Court or grand jury that determines the information is necessary to decide an issue before the court or grand jury

- Fatality review team, citizen review panel, or foster care review board for the purposes of meeting the requirements and carrying out the duties of the group
- Agency charged with completing child custody/parenting time matters for divorced, separated, or unwed parents
- Lawyer-guardian ad litem or other attorney for the child or parent(s)
- A person/entity legally authorized to place a child in protective custody when the person/entity is confronted with a child whom they reasonably suspect may be abused or neglected and the information is necessary to determine whether to place the child in protective custody

Mail or fax all requests to:

Michigan Department of Health and Human Services
Children's Protective Services Program
P.O. Box 30037
Lansing, MI 48909
Phone: (517) 373-6028
Fax: (517) 241-7047

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[SRM 131](#)